



Clerk: A Doyle Parish Council Office, R/O Parish Hall
Church Road, Harlington, Dunstable, Beds LU5 6LE
Tel: 01525 875933 Fax: 01525 874632
Email: enquiries@harlington-pc.gov.uk

Chairman: Cllr Mr P Hughes

Part Time Office Assistant Role

Contract Type: Permanent

Working Hours: 15 hours per week, (occasional evenings required)

Salary: Competitive and in line with NALC pay scales

Place of Work: Harlington Parish Council, Church Road, Harlington

Responsible to: The Clerk

We are seeking an organised, proactive, and community- minded Office Assistant to support the smooth running of our Parish Council.

About the Role – Main Tasks

You will play a key part in delivering high-quality local services, supporting councillors, and engaging with the community. Duties include:

- Planning application including listing planning decisions, adding to the upcoming Agenda.
- Dealing with cemetery and funeral management for two cemeteries.
- Liaising with all allotment holders, arranging yearly allotment holders meeting.
- In the absence of The Clerk, attending council meetings (this would be in the evenings).
- Administration relating to the Parish Hall.
- Office / Admin Duties.
- Maintaining the Parish Council website and producing a regular newsletter.

About You

- Ideally have experience in local government or similar setting.
- Strong organisational skills, including good record keeping, must be computer literate and hold good IT skills.
- Flexible, professional, and committed to public service.
- Must enjoy working with the public.
- Must be willing to undertake any courses/ training related to the role.
- Must be willing to study for CILCA qualification with a view to progression to Deputy Clerk role.

For more information please contact Alison Doyle on 01525-875933 or email clerk@harlington-pc.gov.uk

Closing date for applications: 31st October 2025